



# **Excelsior-Lake Minnetonka Historical Society**

## **POSITION ANNOUNCEMENT**

### **Administrative Assistant**

Part-Time, 15-20 hours per week

Excelsior, Minnesota

Posted August 1, 2022

The Excelsior-Lake Minnetonka Historical Society's (ELMHS) mission is to preserve, document, and classify the physical history of the Lake Minnetonka area; to provide a means by which everyone can share in the history of the lake area; and to stimulate interest in the cultural heritage of the area.

#### **Position Description**

ELMHS seeks a part-time Administration Assistant to provide clerical and administrative support for this volunteer-led local historical society. The position requires approximately 20 hours per week including occasional weekend/evening hours (about once a month). Most of the time work days and times are flexible. This position reports to the Society's Board of Directors. Much of the work will be completed in the ELMHS Archive facility in Excelsior, MN.

#### **Key Responsibilities**

- Provide administrative support:
  - Answer Society's phone and direct calls and messages to appropriate people.
  - Monitor Society's general email account and respond to or forward emails.
  - Monitor and respond to social media questions and comments as needed.

- Collect and distribute USPS mail to appropriate people.
- Purchase, maintain and organize office supplies.
- Maintain office equipment and computer software applications.
- Maintain ELMHS internal Google Calendar.
- Maintain inventory of printed literature and brochures
- Manage the Administrative budget for office supplies and equipment.
- Assist the Society's various committees with:
  - Communications to the public and press including providing support with the Society's newsletters, website updates, social media posts and press releases.
  - Processing and acknowledging memberships, contributions and sending renewal letters including maintaining the ELMHS database.
  - Creating and monitoring online event registrations.
  - Setting up and taking down merchandise, supplies and literature, as well as checking in attendees at public events (evening hours).
  - Maintaining merchandise inventory, processing and fulfilling orders.
  - Scheduling and coordinating group tours.
  - Other administrative duties as assigned.

### **Key Qualifications**

- High School diploma or higher
- Availability to work occasional weeknights and weekends
- Experience as an administrative assistant preferred
- Experience with non-profit organizations preferred
- Respect for preserving and sharing local history with the community
- Valid driver's license

### **Key Skills**

- Strong communication and interpersonal skills
- Well-organized, strong attention to detail and follow-through
- Good customer service and problem-solving skills
- Self-directed, able to stay focused on required tasks
- Able to keep protected information confidential
- Willingness to learn new skills and computer systems
- Experienced in Windows, Microsoft Office (Excel & Word), and Google Workspace (Gmail, Calendar, Drive and Meet) systems
- Familiarity with database management and web-based apps including MailChimp, Eventbrite, and Weebly preferred

**Salary**

\$18.00 to \$22.00 per hour, depending on experience level

**To Apply**

- Please submit a cover letter, resume and at least three names of work-related references to [info@elmhs.org](mailto:info@elmhs.org).
- Email [info@elmhs.org](mailto:info@elmhs.org) with questions or for more information.
- This position will be open until filled.
- To learn more about the Society visit [www.elmhs.org](http://www.elmhs.org).

**About ELMHS**

Founded in 1972 and located in Excelsior, Minnesota, the Society collects, preserves and shares the history of the south Lake Minnetonka area including Big Island, parts of Deephaven, Excelsior, Greenwood, Shorewood, and Tonka Bay. The Society operates an Archives and a Museum which are free and open to the public and hold a large collection of Lake Minnetonka artifacts, photographs and documents. A number of books about Lake Minnetonka history have been published by the Society and the Society presents monthly "Tapping History" programs at the Excelsior Brewing Company, bringing topics of historical interest to the public in a convivial venue.